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The 44 entries in this Civil Service Commission directory deal with the development and evaluation of training programs in Federal agencies (in progress, and completed) and with training methodology. Agencies include the Department of Agriculture; the Air Force, Army, and Navy; the District of Columbia Department of Public Welfare; the General Accounting Office; the Department of Health, Education, and Welfare; the Department of the Interior; the National Aeronautics and Space Administration; the Post Office Department; the Department of Justice; the Coast Guard, the Department of the Treasury; and the Veterans Administration. Training needs, career development, placement, manpower utilization, programed instruction, video tape recordings, closed circuit television, guidance, testing, correspondence study, and organizational development are among the topics of these studies. Authors, performing organizations, and publication information are indicated. (ly)

ED029181

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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STUDIES AND REPORTS RELATING TO TRAINING AND EDUCATION

FY 1967

AC003323

Bureau of Training
U.S. Civil Service Commission

FOREWORD

This directory of studies and reports pertaining to training and education was compiled to encourage wider utilization of the results of these studies in all agencies and to avoid duplication of effort wherever possible. The directory is separated by department or agency. The studies or reports are also subdivided into those completed and those in progress during Fiscal Year 1967.

The information presented here was extracted from Attachment 5 of the FY 1967 Annual Report of Training submitted to the Bureau of Training by various departments and agencies.

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INTRODUCTION

Each year many agencies, as part of their training efforts, conduct studies and prepare reports of various aspects of their training programs. In Fiscal Year 1967, 12 agencies included information on such studies and reports as a part of their annual training report to the Commission.

The studies and reports included in this directory deal with development and evaluation of training programs and with training methodology. Agencies conducted other studies in areas such as employee-management relations, but these have not been included here. In conducting these studies, agencies had several purposes: to evaluate training programs; to evaluate particular training methods; to determine needs for training; and to develop manpower utilization training programs. They used a wide variety of research techniques to gather and analyze data; in some areas computers were used to compile the data and to calculate the required statistics. In a few instances, this research was conducted by universities or other consultants. For the most part, however, the agencies used their own resources and personnel to perform these studies.

This directory is intended as a reference guide for study topics as well as for examples of research design. Copies of most studies or further information about them is available. In gathering copies of studies, the Commission has found agencies most helpful and willing to supply information.

Department of Agriculture

Completed Study

Title:

Report of the Joint Committee on Education for Government Service, Issues for Spring, Fall and an Annual Report

Brief Description:

This Committee, established in 1936, has since its inception studied and made recommendations in such areas as U. S. assistance to developing countries, manpower planning in the Department of Agriculture and college graduate recruiting programs. In FY 1967, new and developing curricula needs and the manpower planning for the Federal Service were main topics for review and study.

Performing Organization and Author:

U. S. Department of Agriculture and the National Association of State Universities and Land-Grant Colleges.

Publication Information:

Available from:

Department of Agriculture
Office of Personnel
Washington, D. C. 20251

Department of Defense

Air Force

Completed Study

Title:

Education Level of Office, Secretary of the Air Force, the Air Staff and Serviced Field Organizations

Brief Description:

The study was undertaken to discover the educational backgrounds and level of employees in Office, Secretary of the Air Force, the Air Staff and Serviced Field Organizations.

Performing Organization and Author:

Mrs. A. Y. Kent, Chief
Civilian Personnel Division
Office, Secretary of the Air Force

Publication Information:

A limited number of copies are available at no cost from:

Mrs. Elizabeth Mohanny
Career Development and Training Branch
Civilian Personnel Division AFESSCB
Headquarters USAF
Washington, D. C. 20330

Department of Defense

Air Force

Completed Study

Title:

Operation MUST Study--College Graduates Assigned to Positions in Grades GS-3 to GS-7 in Office of Secretary of the Air Force, the Air Staff and Serviced Field Organizations

Brief Description:

The study was conducted to reflect progress in utilizing selected college graduate's capabilities.

Performing Organization and Author:

Mrs. A. Y. Kent, Chief
Civilian Personnel Division
Office Secretary of the Air Staff
Headquarters, USAF
The Pentagon
Washington, D. C.

Publication Information:

The report was published for circulation in Headquarters USAF. Copies are available from:

Mrs. Elizabeth Mohanny
Career and Development and Training Branch
Civilian Personnel Division
Headquarters USAF
The Pentagon
Washington, D. C. 20330

Department of Defense

Air Force

Completed Study

Title:

Summer Employment Program

Brief Description:

The report is an analysis of the composition and the performance and training of summer employees during Fiscal Year 1966. Three employee groups are recognized and studied: student assistants, stenographers and typists, and student aids from the Youth Opportunity Compaign.

Performing Organization and Author:

Mrs. A. Y. Kent, Chief
Civilian Personnel Division
Headquarters USAF

Publication Information:

A limited number of copies at no cost are available from:

Mrs. Elizabeth Mohanny
Career Development and Training Branch
Civilian Personnel Division
Headquarters USAF
Washington, D. C. 20330

Department of Defense

Air Force

In Progress, June 30, 1967

Title:

Education Level of Permanent Civilian Employees

Brief Description:

The study was undertaken to obtain data on the training employees have received through formal education in order to insure that employees' qualifications are being fully and effectively utilized. When completed, the study will identify employees by name, education level, age, grade, and pay plans. One of the primary uses of the study will be the development of a program to encourage and assist employees with less than a high school education to obtain high school diplomas or equivalency certificates.

Performing Organization and Author:

Pat H. Crisman
Employee Development Specialist
Headquarters Air Force Systems Command
Washington, D. C. 20330

Publication Information:

Limited distribution to Headquarters, Air Force Systems Command.

Career Development Section
Headquarters Air Force Systems Command
Munitions Building
Washington, D.C. 20330

Department of Defense

Air Force

In Progress, June 30, 1967

Title:

Operation MUST Study--Report of Employees with Two to Four Years of College Assigned to GS-3 to GS-7 Positions in Office, Secretary of the Air Force, the Air Staff and Serviced Field Organizations

Brief Description:

This study reflects progress in utilizing capabilities of employees with two to four years of college assigned, as of February 1967, to GS-3 to GS-7 positions in Headquarters, U.S. Air Force.

Performing Organization and Author:

Mrs. A. Y. Kent, Chief
Civilian Personnel Division
Office, Secretary of the Air Staff
Headquarters, USAF

Publication Information:

The report will be published for circulation in Headquarters USAF. Copies will be available from:

Mrs. Elizabeth Mohanny
Career Development and Training Division
Civilian Personnel Division
Headquarters USAF
The Pentagon
Washington, D.C. 20330

Department of Defense

Air Force

In Progress, June 30, 1967

Title:

Operation MUST Study--Report on the Progress as of 1 June 1967 of College Graduates Assigned to Positions in Grades GS-3 to GS-7 in Office, Secretary of the Air Force, Air Staff and Serviced Field Organizations

Brief Description:

This study updates a previous study of the same title. (See page 3)

Performing Organization and Author:

Mrs. A. Y. Kent, Chief
Civilian Personnel Division
Office, Secretary of the Air Staff
Headquarters, USAF
The Pentagon
Washington, D. C.

Publication Information:

The report will be published for circulation in Headquarters, USAF.

Department of Defense

Air Force

In Progress, June 30, 1967

Title:

Operation MUST Study--Report of Employees with Two to Four Years of College Assigned to GS-3 to GS-7 Positions in Office, Secretary of the Air Force, the Air Staff and Serviced Field Organizations

Brief Description:

The study updates a previous study of the same title.
(See page 6)

Performing Organization and Author:

Mrs. A. Y. Kent, Chief
Civilian Personnel Division
Office, Secretary of the Air Staff
Headquarters, USAF

Publication Information:

Report will be published for circulation in Headquarters, USAF.

Department of Defense

Air Force

In Progress, June 30, 1967

Title:

A Research Study of Future Educational Needs of Personnel at Holloman Air Force Base, White Sands Missile Range and Supporting Geographical Areas.

Brief Description:

This study is being accomplished as a joint effort by the two major state educational institutions (University of New Mexico and New Mexico State University) to ascertain the future educational needs of personnel in the area and to plan to meet these needs.

Performing Organization and Author:

Carey L. O'Bryan, Jr.
Director of Graduate and Continuing Education Center
University of New Mexico
Holloman Air Force Base, New Mexico 88330

Publication Information:

Publication will be in the form of a technical report of a recommended plan to meet the educational needs of the specified area.

Department of Defense

Air Force

In Progress, June 30, 1967

Title:

Summary and Analysis of Long-Term Training, Fiscal Years 1962-1966

Brief Description:

The study is a detailed analysis of Air Force long-term training activities over a five year period. The definition of long-term training was limited to programs of 120 days or more in colleges or universities, Armed Forces colleges and Air Force Institute of Technology programs. Apprentice programs, work-study programs and factory training of more than 120 days duration were excluded. Tables indicating participating universities and Government institutions, major fields of study, grade levels of participants, and current employee status are supplied.

Performing Organization and Author:

John F. Kozelentz
Directorate of Civilian Personnel
Headquarters, USAF

Publication Information:

Copies can obtained from:

Milton J. Feldman
Chief, Career Development Branch
Employee Programs Division
Directorate of Civilian Personnel
Headquarters, USAF
The Pentagon
Washington, D. C. 20330

Department of Defense

Army

Completed Study

Title:

A Comprehensive Review of the Department of the Army Management Intern Program

Brief Description:

The study is an analysis of the participants in the management intern program in the Department of the Army with emphasis on educational background, opportunities for women, rate of advancement and percent of interns who leave the program.

Performing Organization and Author:

Dorothy E. Beck and Dorothy L. E. Reed
Training and Development Branch
Staff Civilian Personnel Division
Department of the Army
Washington, D. C.

Publication Information:

Availability limited. Copies available at no cost from:

Mr. Spencer Logan, Coordinator
Army Management Intern Program
Staff Civilian Personnel Division
Department of the Army
Washington, D. C. 20310

Department of Defense

Army

Completed Study

Title:

Graduate Education Needs in the Quad-Cities

Brief Description:

The study was conducted to provide information concerning the nature and scope of the need for graduate education by employers and employees in the quad-cities region of Iowa and Illinois.

Three profiles were considered in determining the design of the graduate program to be developed. They were: (1) the profile of capacity--determined by the magnitude and pattern of resources available; (2) the profile of demand--determined by the magnitude and pattern of employer needs; and (3) the profile of consumer interest--determined by the pattern of interests of individuals and their motivation. Questionnaires were sent to employers in commerce, government, education, industry and military installations in the area and to their college graduate employees. Results were compiled and analyzed by a private research corporation at the request of the Quad-Cities Council in which the U. S. Army Weapons Command at Rock Island participates.

Performing Organization and Author:

William Spickerman
Spindletop Research Corporation
Iron Works Road
Lexington, Kentucky 40501

Publication Information:

Contact the U. S. Army Weapons Command, Rock Island Arsenal.

Department of Defense

Army

In Progress, June 30, 1967

Title:

Operation MUST

Brief Description:

This project for civilian employees was undertaken to provide the command with up-to-date information on skills training, training completed, and to assist in the planning and the development of training and better manpower utilization programs.

Performing Organization and Author:

Miss Gladys L. Hall
Employee Development Officer
Civilian Personnel Section
Fort Gordon, Georgia 30905

Publication Information:

Not available.

Department of Defense

Army

In Progress, June 30, 1967

Title:

Report of the Joint University Educational Study Committee

Brief Description:

The Committee, composed of four professors from New Mexico State University and four professors from the University of New Mexico studied the educational programs and investigated the graduate and undergraduate educational needs of the White Sands area.

The determination of needs was made by the analysis of a questionnaire and interviews given to employees at White Sands and neighboring facilities and through fact-finding visits to other off-campus centers.

Performing Organization and Author:

Committee for Educational Study
Dr. Jack Soules, Staff Director
Professor of Physics
New Mexico State University
Las Cruces, New Mexico

Publication Information:

Upon completion, the committee report will be submitted to the Commanding General of White Sands Missile Range. For further information contact:

Mr. Frank S. Hemingway
Chairman, WSMR Research Study Committee
Technical Director, National Range Operations
White Sands, New Mexico 88002

Department of Defense

Navy

Completed Study

Title:

Management Report of Systems, Procedures and Paperwork Related to Government/Non-Government Training

Brief Description:

A study of the multitude of forms and procedures required in requesting approval, obligating funds, effecting enrollment and recording and reporting of training and course participation. This study was undertaken with the hopes of reducing the number of forms and levels of authority required to effect and report employee development activities. It was concluded that one form could be adopted for use, thereby eliminating four to eight forms.

Performing Organization and Author:

District Management Assistance Office
12th Naval District
San Francisco, California
E. Steinman, Management Analyst

Publication Information:

Not available.

Department of Defense

Navy

In Progress, June 30, 1967

Title:

Comparative Study of Modified Correspondence Study for Foreign National Apprentice Versus Conventional Classroom Training

Brief Description:

A control group using correspondence courses is scheduled supervised study for one year will be established. At the end of the study and after a reasonable time for evaluation, their progress will be compared with a similar group using conventional methods of study.

Performing Organization and Author:

Employee Development Division, BIRO
Mack A. Curtis, Supervisory Employee
Development Specialist
Subic Bay, Philippine Islands

Publication Information:

Study still in planning stage. The projected completion date is 1969.

Department of Defense

Navy
In Progress, June 30, 1967

Title:

Study of Apprenticeship and Other Skills Training

Brief Description:

Twenty-four Naval activities employing 95 percent of all Navy apprentices have been visited and studied. Of special concern are length of apprenticeship, the level of central control over the program, the standardization of courses and curriculum, the adoption of new teaching methodology, the relationship of the apprentice program to other skills development programs, the funding of apprentice training and the reduction of training costs.

Performing Organization and Author:

R. A. Crosby
Office of Civilian Manpower Management
Consultant for Special Studies
Department of the Navy
Washington, D. C. 20370

Publication Information:

Navy only

Department of Defense

Navy

In Progress, June 30, 1967

Title:

Study of the Fiscal Year 1966 Navy Department Long-Term Training Program

Brief Description:

Through the use of three questionnaires, one to participants, one to their supervisors, and one to the top management of the sponsoring activities, the study group will evaluate the worth of the program. The goals of the study include improving trainee utilization, trainee selection and administration of the program.

Performing Organization and Author:

Robert J. Wilson
Head, Research and Evaluation Section
Office of Civilian Manpower Management
Department of the Navy
Washington, D. C. 20370

Publication Information:

The study will be published for the information and guidance of personnel responsible for administering the program at headquarters and activity levels.

Department of Defense

Navy

In Progress, June 30, 1967

Title:

Training and Development to Meet Skills Shortages

Brief Description:

The purpose of the study was to determine the estimated losses of skilled manpower through retirements and other separation for the next five fiscal years, and to provide guides for training and development to meet the resulting shortages.

Performing Organization and Office

Office of Civilian Manpower Management
Department of the Navy
Washington, D. C. 20370

Publication Information:

Navy distribution only

District of Columbia

Department of Public Welfare

Completed Study

Title:

Career Ladders in Social Welfare Services and
Proposal for the Demonstration of the Three Track Career Ladder in Social Welfare Services

Brief Description:

These two reports describe the development of a three track career ladder in the D. C. Department of Public Welfare. The tracks encompass welfare workers with a Master's degree in social work (Track 1), a Bachelor's degree in social work (Track 2) and those with some or no college education (Track 3). The major distinctions in job task among the three categories are: Track 1: diagnostic rehabilitative and treatment focused; Track 2: eligibility, rehabilitative and preventive focused; Track 3: task focused. The program was initiated to compensate for the shortage of graduate and baccalaureate degree workers. Further study and evaluation of the career system is planned.

Performing Organization and Author:

Dr. Oscar J. Kurtz
Staff Development Officer
D. C. Department of Public Welfare

Publication Information:

Available upon request at no cost from:

Special Assistant to the Director,
Staff Development
D. C. Department of Public Welfare
499 Pennsylvania Avenue, N. W.
Washington, D. C. 20001

District of Columbia

Department of Public Welfare

Completed Study

Title:

Departmental Orientation Plan

Brief Description:

The program report covers determining feasibility, material to be covered and detailed proposals for accomplishment, both short and long range of the orientation. Essentially, the proposal is for two orientation programs, one for professional and managerial staff and one for all other employees, both to be held monthly. The general orientation, as proposed, will consist of an all-day session devoted to presentation of the Department's activities and an explanation and discussion of employee benefits. The professional orientation will consist of the same general briefing plus a more extensive orientation to the Department which will be accomplished through tours and discussions on-site. The program includes printed materials, visual aids, lectures and small discussion meetings.

Performing Organization and Author:

Jeane E. Rothman
Staff Development Officer
D. C. Department of Public Welfare

Publication Information:

Available upon request at no cost from:

Special Assistant to the Director,
Staff Development
D. C. Department of Public Welfare
499 Pennsylvania Avenue, N. W.
Washington, D. C. 20001

District of Columbia

Department of Public Welfare

In Progress, June 30, 1967

Title:

Basic Training - Social Service Aids

Brief Description:

The aim of this demonstration project is to determine the applicability and effectiveness of the course content, methods, and techniques in preparing counselor aides and case aides. The study is a companion project to the Three Track Career Ladder System. (See Page 20)

Performing Organization and Author:

Dr. Oscar J. Kurtz
Staff Development Officer
D. C. Department of Public Welfare
Washington, D. C. 20011

Publication Information:

Publication of course content, description and evaluation of the project is planned upon completion of all phases.

District of Columbia

Department of Public Welfare

In Progress, June 30, 1967

Title:

Training and Employment of Case Aides and Counselor Aides in New Careers as Proposed Under the Scheuer Amendment to the E. O. A.

Brief Description:

A plan has been developed for the employment of case aides and counselor aides as proposed under the Scheuer Amendment to the Economic Opportunity Act of 1964. Prospective new employees will receive pre-employment training and will be given equal opportunity for career advancement with all Department employees.

Performing Organization and Author:

Dr. Oscar J. Kurtz
Staff Development Officer
D.C. Department of Public Welfare

Publication Information:

For publication information contact:

Mrs. Betty J. Queen
Special Assistant to the Director
Staff Development
D.C. Department of Public Welfare
400 Pennsylvania Avenue, N.W.
Washington, D.C. 20011

General Accounting Office

Completed Study

Title:

Survey of Training and Development

Brief Description:

The survey was conducted to determine whether appropriate and balanced consideration was given to employees needs for training. Interviews were conducted with all division and office directors in the Washington headquarters, with the managers of the Detroit and Philadelphia regional offices, with a wide sampling of training coordinators and with recent and advanced trainees and graduates of both in-house and externally given courses.

Performing Organization and Author:

Mr. C. O. Magnetti, Chief
Classification and Standards Section
Office of Personnel

Publication Information:

Copies of the survey are available from:

Mr. C. O. Magnetti, Chief
Classification and Standards Section
Office of Personnel
General Accounting Office
Washington, D.C. 20548

Department of Health, Education and Welfare

Saint Elizabeth's Hospital

In Progress, June 30, 1967

Title:

The Effect of Hospital Orientation on Attitudes Toward Mental Illness

Brief Description:

This is a replication of a study conducted by the author in 1964 on the effect of orientation on the attitudes toward mental illness of new non-medical employees.

Fifty-four statements of opinions or ideas about mental illness and mental patients are distributed to new non-medical employees upon their entry to the hospital and again four months later after they have had the opportunity to attend classes on mental illness, care of patients, treatment and rehabilitation and be taken on a tour of a ward.

Performing Organization and Author:

Helen J. Chistrup
Acting Employee Development Officer
Office of Personnel
Saint Elizabeth's Hospital
Washington, D. C. 20203

Publication Information:

To be submitted to a psychological journal upon completion.

Department of Health, Education and Welfare

Social Security Administration

Completed Study

Title:

Feasibility of Using CCTV in Training in the Social Security Administration Central Office

Brief Description:

An informal study was conducted to examine various types of closed circuit television equipment, written equipment specifications, studies conducted by other agencies and to compare equipment capabilities with the training needs of Social Security Administration. This study resulted in a decision to purchase a portable CCTV system for extended experimentation purposes.

Performing Organization and Author:

Frank G. Matejik, Director
Division of Employee Development
Office of Administration
IDS 13-2408
Mr. Claude Stripling, Principal Investigator

Publication Information:

Not available

Department of Health, Education, and Welfare

Social Security Administration

Completed Study

Title:

Validation of Programmed Instruction Series--Instructional Methods and Techniques

Brief Description:

The report describes a study conducted to test the validity of a programmed instruction package and to determine the student difficulty in regard to structure and content of the program. Students received a battery of tests and a subject profile. Results were tabulated through the use of statistical techniques with emphasis on factors affecting retention, learning, communication techniques and methods of instruction, samples of tests, subject profiles, objectives of programmed texts, training aids, criterion tests and frame analysis are included in the appendix to the report.

Performing Organization and Author:

Mr. Liston A. George, Chief
Training Methods and Standards Section
Division of Employee Development
Office of Administration

Publication Information:

Copies are available in limited quantity at no cost from:

Mr. Frank G. Matejik, Director
Division of Employee Development
Office of Administration
Social Security Administration
Baltimore, Maryland 20203

Department of Health, Education and Welfare

Social Security Administration

In Progress, June 30, 1967

Title:

Project on Diagnostic Testing and Career Development Program--Property Management Personnel

Brief Description:

A diagnostic testing and career development program was initiated in the Property Management Branch in the Spring of 1967. The California Achievement Test Battery was administered to 62 Branch employees who indicated an interest in the program being offered. The tests were analyzed by the test construction firm and then by the Division of Employee Development. Each participating employee was interviewed and counseled regarding his weaknesses and specific training needs that would enhance his chances for promotion. Plans to follow through with the results of the counseling and establish appropriate training courses have been initiated.

The study is not yet completed. Training courses are now being developed to meet the needs of those who participated in the tests. Response to the courses by the employees involved will be a major factor in evaluating the program.

Plans are being developed to extend this diagnostic testing and career development program to other Divisions of Operating Facilities' components during Fiscal Year 1968.

Performing Organization and Author:

Mr. Frank G. Matejik, Director
Division of Employee Development
Social Security Administration
Baltimore, Maryland 21235

Publication Information:

Not available

Department of Health, Education and Welfare

Social Security Administration

In Progress, June 30, 1967

Title:

Project on Special Educational Guidance

Brief Description:

The project was designed as a special experimental effort to improve the skills of 85 selected employees who appeared to be operating below their potential capacity. Extensive guidance and concentrated educational programs, including evening classes, programmed instruction and self-study for the employees in the project have been provided. After these employees completed their educational programs a survey was conducted to determine whether their was an improvement in job performance and in ability to perform on promotional examinations and tests. The Division of Personnel is compiling survey data on individual goal attainment.

Performing Organization and Author:

Dr. Samuel J. Sprol, Chief
Personnel Research and Evaluation Section
Division of Personnel
Social Security Administration
Baltimore, Maryland 20203

Publication Information:

Not available

Department of the Interior

National Park Service

In Progress, June 30, 1967

Title:

Intake Study, Uniformed Personnel

Brief Description:

The study is a tabulation of answers to a questionnaire which was sent to field personnel seeking their opinion and suggestions on a variety of training and management subjects.

Performing Organization and Author:

Luis A. Gastellum
Deputy Assistant Director
National Park Service
Washington, D. C. 20240

Park Consultants
Irving Handlin, Director
Herndon, Virginia 22070

Publication Information:

Not available

Department of the Interior

Bureau of Indian Affairs

In Progress, June 30, 1967

Title:

Supervisory Understanding of Personnel Management Authority Delegations

Brief Description:

The study, implemented on a bureau-wide basis during Fiscal Year 1967, has been undertaken by using a questionnaire which is to be completed by all supervisory personnel. It is expected that the information gained from this effort will be useful in determining supervisory training needs relative to personnel management responsibilities and management operating methods.

Performing Organization and Author:

Mr. Daniel Daughhetee
Office of Personnel
Bureau of Indian Affairs
Department of the Interior
Washington, D. C. 20240

Publication Information:

A composite report will be compiled and published in the Washington Office.

Department of Justice

In Progress, June 30, 1967

Title:

Attitude and Job Behavior Change Through Training in Behavorial Sciences

Brief Description:

A series of attitudinal and job behavior tests were administered to determine the effect of University courses in the behavioral sciences on the line staff at the penitentiary. The results of the testing have been placed on the Indiana State University's computer for study.

Performing Organization and Author:

James Riggsby, Associate Warden
U. S. Penitentiary
Terre Haute, Indiana 47808

Publication Information:

The study when completed, will be published for all Federal penitentiary personnel.

Department of Justice

In Progress, June 30, 1967

Title:

Feasibility of Correctional Interns

Brief Description:

A program of placing students majoring in Correctional Administration in part-time work-study assignments is being considered as a means of acquiring young, well-trained correctional counselors.

Performing Organization and Author:

Ronald Montgomery
Personnel Officer
Allen Handcock Junior College
Santa Maria, California 93454

Publication Information:

This two-year study is not yet completed.

Department of Justice

In Progress, June 30, 1967

Title:

Video-Tape Utilization

Brief Description:

Analysis is being conducted regarding the use of video-tape equipment in the academic and vocational training of inmates and in training employees in human relations aspects.

Performing Organization and Author:

H. F. Bohne, Personnel Officer
Lex Enyart, Supervisor of Education
Federal Youth Center
Englewood, Colorado 80110

Publication Information:

Not available

National Aeronautics and Space Administration

In Progress, June 30, 1967

Title:

An Evaluation of the Manned Spacecraft Center's Management Intern Program

Brief Description:

The study was conducted through an analysis of responses to two questionnaires, one to interns and one to interns' supervisors, and an analysis of intern career progress. Both questionnaires and response tallies for each are included in the appendix to the report.

Performing Organization and Author:

Dr. Albert Rosenthal
Professor of Public Administration
University of Minnesota
Minneapolis, Minnesota 55455

Publication Information:

Published at the Manned Spacecraft Center

Copies available from:

Mr. Richard E. Stephen
Management Research Center BM22
NASA Manned Spacecraft Center
Houston, Texas 77058

National Aeronautics and Space Administration

In Progress, June 30, 1967

Title:

NASA and the Federal Management Intern Program

Brief Description:

This study is an examination and an analysis of NASA's Management Intern Program. It reports the educational background, agency retention and evaluation of the Interns. The study also includes a description of Federal procedures for intern testing and recruiting and a discussion of criteria for hiring interns at NASA.

Performing Organization and Author:

Jack K. Pound
Vivian M. Slack
Program Management Branch
Personnel Division

Publication Information:

Copies are available from:

Program Management Branch
Personnel Division
NASA Headquarters
Washington, D. C. 20546

Post Office Department

In Progress, June 30, 1967

Title:

Development of Scheme Training Machine and Test Study Program

Brief Description:

The feasibility of developing a sorting-case simulator training machine is being studied. The machine would simulate actual mail sorting for any geographical spread and would increase the speed of mail sorting learning.

Performing Organization and Author:

Post Office Department in collaboration with an independent firm. For further information contact:

Mr. George King
Employee Development Officer
Office of Personnel
Post Office Department
Washington, D. C. 20260

Publication Information:

Not available

Post Office Department

In Progress, June 30, 1967

Title:

Error Checking Device Study

Brief Description:

The study is being conducted to determine whether the installation of a special error-checking device on letter sorter machines accelerates the training or reduces errors of operators of the machine. If the study proves that installation of the device accelerates the learning process or significantly reduces errors, all future purchases of the training equipment will include the device.

Performing Organization and Author:

Post Office Department coordinating with Levy Associates. For further information contact:

Mr. Julian Z. March
Employee Development Office
Bureau of Personnel
Post Office Department
Washington, D. C. 20260

Publication Information:

Not available

Post Office Department

In Progress, June 30, 1967

Title:

Scheme Training Experiment

Brief Description:

A patented memory training method designed to promote memory through association is being studied to determine its potential for improving scheme training techniques.

Performing Organization and Author:

The Post Office in cooperation with a memory training firm. For further information contact:

Mr. George King
Employee Development Officer
Office of Civilian Personnel
Post Office Department
Washington, D. C. 20260

Publication Information:

Not available

Department of Transportation

Coast Guard

Completed Study

Title:

Project IMPROVE (Identification of Management and Personnel Responsibilities to Provide and Accept Opportunities for Improvement Through Vocational and Educational Programs)

Brief Description:

The study was undertaken to provide basic training in mathematics, electronics and a high school equivalency program for civilian employees. Interviews and employee questionnaires were used to determine training needs. IMPROVE is a cooperative effort of the Coast Guard facilities at Elizabeth City and local and state boards of education.

Performing Organization and Author:

J. L. Kranke and J. J. Cowan
Coast Guard Aircraft Repair and Supply Center
Elizabeth City, North Carolina 27909

Publication Information:

Commandant
U. S. Coast Guard Headquarters
1300 E Street, N. W.
Washington, D. C. 20591

Department of the Treasury

Internal Revenue Service

Completed Study

Title:

Evaluation of an IRS Field Experiment in Organization Development Through the Use of the Managerial Grid

Brief Description:

The purpose of this study is to:

1. Evaluate the effects of the Managerial Grid approach to organization development.

2. Determine the conditions under which the Grid approach is most effective.

3. Make recommendations on the future use of the Grid program in the IRS.

Performing Organization and Author:

Harvard University - Louis B. Barnes
Larry E. Greiner
Paul Leitch

Publication Information:

Publication is expected in Fiscal Year 1968 through the Harvard University Press in a series of articles for professional journals.

Veterans Administration

Completed Study

Title:

Personnel Management Tests - True-False Tests Help Determine Training Needs

Brief Description:

This is a report of the experimental use of a true-false test in determining training needs in the basic areas of personnel management.

Performing Organization and Author:

James F. Oakes
Veterans Administration Center
Personnel Division
Canandaigua, New York 14424

Publication Information:

The article was published in the Personnel Information Bulletin, Veterans Administration. Copies can be obtained while they last at no charge from:

Office of Personnel
Room 1144
Veterans Administration Central Office
Washington, D. C. 20420

Veterans Administration

Completed Study

Title:

Survey of Potential for Training, Retraining and Education of Health Services Personnel

Brief Description:

The study surveys the potential for and traces the development of a cooperative training program between the University of Alabama Medical School and the Veterans Administration Hospital adjacent to the Medical School campus in Birmingham. The program offers training to degree and non-degree personnel.

Performing Organization and Author:

C. G. Cox, Director
Veterans Administration Hospital
700 South 19th Street
Birmingham, Alabama 35223

Publication Information:

Available from the VA hospital in Birmingham.

Veterans Administration

Completed Study

Title:

Training Program for 1967 Summer Employees

Brief Description:

The project traces the development of an expanded program of individual counseling and skills training through classroom and on-the-job instruction for economically and/or educationally disadvantaged youth hired by the Veterans Administration for Summer, 1967. An analysis of instructor and participant interviews was conducted and used as a criterion for evaluating and improving the program content and structure.

Performing Organization and Author:

Veterans Administration Center
Philadelphia, Pennsylvania 19104

Publication Information:

Not available

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